

DUF₆

Depleted Uranium
Hexafluoride
Conversion Project

DUF6-UDS-PLN-030

Revision 2

January 2007

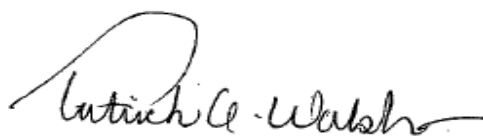
Asset Management Plan

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Depleted Uranium Hexafluoride Conversion Project
Asset Management Plan
Revision 2
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DISCLAIMER

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DUF₆ CONVERSION PROJECT

ASSET MANAGEMENT PLAN

Revision Summary

<u>TITLE:</u> Asset Management Plan	<u>DOCUMENT NO:</u> DUF6-UDS-PLN-030	<u>REV:</u> 2
REVISION DESCRIPTION Rev. a - Internal UDS review version of the draft plan Rev. 0 - Initial Issuance Rev. 1 – An extensive modernization of the document of such scope that detailed revision bars or a listing of changes is not practical. Revision 1 reflects the use of the Sunflower property management database, incorporates references to the high risk property procedure, the fleet management procedure, recently developed job aides that property representatives use to manage and track accountable property, etc. This revision reflects that the Sunflower property database incorporates forms and reports that otherwise would have been included as attachment examples. Rev. 2 – Incorporates DOE review comments originating from the DOE EM CBC review of UDS' asset management plan and procedures. This review is necessary for the DOE's formal approval of the plan and for the plan's compliance with the newly issued DOE O 580.1. The following general and specific revisions have been made: <ol style="list-style-type: none"> 1. Changed the reference from 'accountable' property to 'tracked' property throughout. Noted that all property is accountable. 2. References to DOE O 580.1 and DOE G 580.1-1 have been made. 3. Changed the property tracking value from \$5,000 to \$1,000 4. Attachment A, Sensitive Item Policy, was rewritten to reflect DOE G 580.1-1 requirements. 5. Section 6.8 clarified by adding that property to be scrapped must receive a high-risk property review. 6. Section 3.11 clarified that property custodians are accountable for all property assigned to them, not just tracked property. 7. In Section 3.13, deleted the term 'every year' and replaced it with the word 'annually'. 8. In Section 3.4, changed the definition of accountable property. 9. In Section 3.5, changed the definition of sensitive property to that found in DOE G 580.1-1. 10. In general, the procedure was changed to read that tracked property must be tagged so that it can be entered into the property database for tracking. 		

11. Section 6.5 was revised to disallow the direct transfer of property to local government agencies and to require the approval of DOE for property transfers.
12. Section 6.6 was revised to require that the transfer of property be performed in accordance with DOE G 580-1.1.
13. Attachment A was revised to incorporate the definition of sensitive property per DOE G 580-1.1.

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LIST OF ACRONYMS

AMP	Asset Management Plan
DOE	Department of Energy
DUF ₆	Depleted Uranium Hexafluoride
EADS	Energy Asset Disposal System
GSA	General Services Administration
PR	Property Representative
QA	Quality Assurance
RMP	Record Management Plan
U.S.C.	United States Code
UDS	Uranium Disposition Services, LLC

1 INTRODUCTION

The *Asset Management Plan* (AMP) and its related implementing procedures establish practices regulating the control, protection, and efficient use of property entrusted to Uranium Disposition Services, LLC, (UDS) by the U.S. Department of Energy (DOE) under the Depleted Uranium Hexafluoride (DUF₆) Conversion Project. The AMP implements requirements as set forth in the applicable contract. The procedure *High-Risk Property*, UDS-U-PRP-0027, addresses the unique aspects of handling high-risk property. Procedure *Management of Fleet Vehicles*, UDS-GFP-109, addresses the handling of UDS's vehicle fleet.

The AMP is written to carryout the provisions of DOE O 580.1, DEPARTMENT OF ENERGY PERSONAL PROPERTY MANAGEMENT PROGRAM, and implements guidance found in DOE G 580.1-1, DEPARTMENT OF ENERGY PERSONAL PROPERTY MANAGEMENT GUIDE.

END OF SECTION

2 RESPONSIBILITIES

2.1 UDS Project Manager

The UDS project manager provides resources necessary to create and support the AMP and is responsible for the following:

- Reviewing and approving the AMP
- Providing appropriate resources to implement the AMP
- Assigning to a UDS employee the responsibilities of the asset manager function

2.2 UDS Asset Manager

The asset manager develops and administers the AMP and is responsible for the following:

- Managing UDS assets in accordance with this plan, applicable federal law, DOE orders and regulations, and UDS property procedures
- Establishing a list of authorized users who can access the Sunflower property database
- Revising the AMP and approving its implementation procedures
- Ensuring the adequacy of training for those employees administering the AMP
- Establishing and promulgating asset management policies
- Assigning facility property representative (PR) responsibilities at all UDS locations
- Ensuring that periodic inventories and property assessments are performed as scheduled
- Interfacing with the DOE property administrator
- Evaluating and approving requests for removal of property from UDS locations (the DOE property administrator performs this function until the UDS AMP has been approved by the DOE)
- Performing quarterly reviews of the receiving department's inputs to the property database ensuring that property is correctly categorized in terms of its classification
- Ensures that only qualified persons perform high-risk property reviews before excessing or transferring property outside of UDS

2.3 UDS Supervisors and Managers

UDS managers and supervisors are responsible for the following:

- Ensuring effective management of property within UDS facilities including

preventative, corrective and predictive maintenance actions

- Taking corrective action for violations of AMP policy
- Performing walk-throughs of operating and administrative spaces to identify idle, nonessential or infrequently used property, or property exposed to environmental or other damage and taking corrective actions to preserve property value.
- Approval of property removal passes

2.4 Property Representatives

A facility PR is assigned to each geographically separate UDS location and/or department. The facility PR reports directly to the asset manager on matters relating to property and is responsible for the following at their respective sites:

- Securing and retaining signed receipts for sensitive property items from personnel
- Recording initial custody for all tracked and sensitive property
- Processing custodian, location, and other detail changes
- Recording initial property custodians for all tracked property
- Maintaining site records associated with property transactions
- Supporting and participating in audits and reviews
- Entering property removal pass information into the property database
- Ensuring that assignments and locations of tagged property are current
- Processing documentation and updating the property database for property used at employee homes
- Ensuring that property reassignment protocols are followed upon the termination of an employee
- Operating the Sunflower database in accordance with the *Sunflower Administrator's Job Aide*, UDS-AD-005, and the *Sunflower Property Representative's Job Aide*, UDS-AD-035.

2.5 Property Custodians

Property custodians are those employees to whom responsibility or stewardship for property in their departments is assigned. Property custodians are furnished with updated property lists showing the status of property assigned to them. Property custodians are responsible for notifying their respective property representatives of the following:

- Loss or destruction of UDS property
- Theft or misappropriation of UDS property
- Property in jeopardy of being degraded or destroyed
- Use of UDS property for purposes other than its intended function

- Tampering with or destroying property identification tags, markings or other status indicators
- Accounting for all property assigned to them
- Remaining accountable for assigned property until the property is formally reassigned to a new property custodian
- Accepting responsibility for knowing where assigned property is located

END OF SECTION

3 PROPERTY MANAGEMENT

The objective of asset management is to assure UDS and the DOE that all UDS properties are managed in accordance with the requirements set forth in Section 1.0, *Introduction*. An efficient asset management process ensures that physical property is safeguarded against damage, is used for its intended purpose, and is properly tracked from acquisition through ultimate disposal. The program supports audit of its activities through the maintenance of the property database in an accurate and readily retrievable manner.

3.1 Asset Management Organization

Asset management maintains the property database, establishes asset management standards and criteria, and ensures that property is effectively managed

Asset management is responsible for establishing and implementing procedures that address the acquisition, control, use, disposition, and required inventory of property in UDS custody. Each UDS site or department is responsible for property accountability through its designated facility property representative.

3.2 Property Acquisition

The United States Government owns all UDS property acquired through government funding. Accordingly, UDS is accountable for all such property whether the property is tracked through the property database or non-tracked. In this context, the term 'tracked' means that a property item has been tagged, marked, or otherwise identified so that it can be readily tracked through the property database. Asset management and the procurement function are responsible for identifying acquired items as administratively controlled (consumable items or items of low value) or tracked (high-risk, sensitive, equipment, or capital). The initial designation of property into the correct category begins with the purchase requisitioner. Through training, requisitioners are aware of the various property categories and make the initial property designation on the requisition form. The procurement agent reviews the initial designation for correctness and transfers the classification onto the purchase order. This process allows the UDS receiving PR to enter the received property into the correct category in the property database.

3.3 Receiving and Identification of Property

All property items must be received in the receiving department or at an officially designated forward delivery location. Such locations can include the point of manufacture once any quality assurance (QA) or other inspections have released the item(s) for shipment to UDS facilities. Under unusual circumstances, asset management may authorize an exception for delivery to another location. If an exception is granted, the individual who takes delivery of the item(s) must, upon receipt of the item, contact the applicable PR so that the property database is updated.

Property tagging must be completed as part of the official receiving function for all tracked and sensitive items. Properties are tagged based on their procurement document classification. Receiving is not allowed to change a property classification without first obtaining concurrence from the procurement agent. Tracked property is tagged with a unique property tag and number and immediately recorded in the property database following receipt inspection. If an item fails receipt inspection and is to be returned to the supplier, it is still entered into the database with its status. Upon departure from the site, the rejected item's status in the database is indicated as being returned to the supplier.

3.4 Property

Tracked property is defined as an item of personal property having a unit acquisition cost of \$1,000 or more and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item.

Excluded from database tracking are installed hard-piped components in the conversion system and its support equipment. This exclusion includes the items prior to installation. Items in this category lose their identity when they are installed as a component part of a larger system. Examples of this exclusion are HF tanks, exhaust stacks, conversion units, autoclaves, sections of flanged piping, filter housings, skid mounted pump/motor combinations, flow control valves, autoclaves, reactors, etc. Such items may be tagged with a component identification tag not related to the property database. Also excluded are those items considered consumables, such as valves, dampers, packing materials, or other items tracked in the perpetual inventory category. Such items are considered to be consumed upon issuance from stores. High-risk property is a form of tracked property. See *High-Risk Property*, UDS-U-PRP-0027, for guidance on handling this type of property.

3.5 Sensitive Property

Sensitive items are those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations. Items include, but are not limited to, weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment, and removable components with memory capability.

All sensitive property is subject to inventory, assigned and tagged/bar-coded with a unique property identification number, and recorded in the property database. Tagging allows property to be assigned to an individual department and/or person, and enables tracking and inventory of the property throughout its life cycle.

3.6 Property Marking

UDS identifies tracked property through the application of tags or other markings that clearly indicate the property is owned by the U.S. Government or the U.S. DOE. The range of marking methods that may be used include barcode labels, etching, dye

marking, property tags, or other suitable means of establishing ownership. Marking deters theft or diversion by placing the receiving person or subsequent purchaser on notice of the true owner of the property and by establishing an element of proof of governmental ownership.

3.7 Property Control

Property must be appropriately secured through administrative or physical controls to ensure protection from theft or damage. Property custodians and end users of property must promptly report missing property to the security organization and to their property representative. The asset manager shall also inform the DOE property administrator if the property has been determined to be lost or stolen.

3.8 Administrative Control of Property

Administrative controls are placed on all property, regardless of useful life, cost, or sensitivity. The various checks and tracking include the following:

- Calibration and maintenance schedules
- Tool crib check controls
- Loss and theft reports
- Property pass systems
- Memoranda records
- Check-out procedures for transferring or terminating employees
- Perimeter fencing
- Gate checks

3.9 Property Database

The property database may be used for reviewing records of tracked items. Administrative controls are established to restrict access to asset management software. Some of the property information that may be accessed by employees includes the following:

- Nomenclature
- Model and manufacturer
- Acquisition value
- Acquisition date
- Acquisition account
- Property number
- Purchase order number

- Serial number
- Property type and history
- Component ID
- Activity status
- Department ownership
- Assigned PR
- Property custodian
- Location
- Funding organization (UDS, government, etc,) and budget number
- Quantity or unit of measure

3.10 Change in PR Responsibility

Any facility PR may initiate a transfer of accountability for property to another facility property representative. Both facility property representatives must agree to and record acknowledgement of the action. The property custodian and location of the item must be verified before the transaction can take place. Accountability remains with the relinquishing entity until both facility property representatives have acknowledged the transfer in writing. Documentation of such transfers is recorded in the property database.

3.11 Employee Termination

When an employee's association with UDS is ended, all tracked property currently assigned to the employee must be accounted for and immediately reassigned by the department's PR. If the department fails to reassign property immediately upon termination, the department's facility PR will amend the database to formally transfer custodial responsibility to the supervisor of the terminated employee. If the property assigned to a terminating employee cannot be accounted for, the asset manager will retire the property in accordance with Section 6.2.

3.12 Establishing the Initial Location of Property

When property that is to be tracked arrives at a UDS location, it is immediately entered into the property database. If the property is not immediately assigned but instead remains in the receiving area, the database shall show the receiving department as the property custodian and location. As soon as receiving issues the property to another entity that takes custody of the property, the database is updated with the new property custodian and location.

3.13 Inventory and Reconciliation of Tracked Property

Each department will inventory and reconcile tracked property annually or less frequently if directed by the asset manager. At any time, independent assessments may be conducted to verify the results of the physical inventory of property.

Tracked property that should be tagged and which is found to be untagged or improperly tagged during an inventory or observed to be so at any other time shall be tagged and recorded in the property database.

If the untagged property cannot be reconciled, the facility PR will prepare a report explaining the causes for loss of control of the property and outline the corrective actions planned to safeguard against further waste, loss, theft, and misuse of property. The report will be signed by the appropriate functional manager and sent to the asset manager along with the list of property that cannot be located in the property database.

3.14 Inventory Process

The inventory process consists of the following steps performed by the asset manager.

1. Establishes starting and ending dates for the inventory
2. Defines the criteria for the inventory base
3. Designates an inventory coordinator and inventory teams for each discrete location at which the inventory shall be conducted
4. Establishes the criteria for determining that an item in the inventory base has been accounted for
5. Establishes the reconciliation schedule
6. Establishes the inventory status reporting schedule
7. Reports the post-reconciliation results of the inventory to the UDS project manager and the DOE property administrator.

Each facility PR prepares documentation for all lost property, submits the documentation to the asset manager, and formally declares that all efforts have been made to find the missing items. Asset management will conduct a formal review of the process to determine whether or not due diligence has been applied to locate the lost property. The asset manager must obtain the DOE property administrator's written approval before retiring lost properties.

3.15 Retiring Unaccounted for Property Items

Upon DOE's written approval, the asset manager will retire the lost or stolen property in the property database.

3.16 DOE Property Review

A DOE property review examines the quality and accountability of property management systems by conducting a review of the UDS asset management plan. The review is conducted by the DOE to assure itself that UDS has adequate control over government furnished property. The asset manager facilitates the review process and responds to DOE recommendations or corrective actions. Asset management maintains a file of conclusions and recommendations resulting from the review, and determines department compliance with property management policies and procedures.

END OF SECTION

4 UTILIZATION WALK-THROUGH PROGRAM

The objective of the utilization walk-through is to ensure maximum use of all property. Asset management, together with the selected functional manager and the facility property representative, conduct the walk-through of UDS spaces to identify property not being used or set aside as part of a planned project. Spaces to be included are indoor and outdoor storage areas, warehouses, and operating spaces.

The goal of a walk-through is to ensure effective use of property by

- Ensuring appropriate application of policies and procedures
- Reusing property within UDS
- Reassigning property to other areas for more effective property utilization
- Releasing property to the warehouse excess program
- Ensuring that property is protected from the elements

The asset manager is responsible for ensuring that walk-through reviews are conducted concurrent with the annual property inventory. Functional managers or their representatives conduct the walk-through. A representative from the DOE may be invited to participate. The asset manager reviews walk-through findings or observations and, if necessary, recommends any remedial action to the functional manager. The functional manager is responsible for developing a plan to correct deficiencies within a specified time. Untagged property that should be tracked that is found on the work site during a walk-through will be appropriately tagged and recorded into the property database.

4.1 Performing the Walk-Through

The asset manager issues a plan for the walk-through activity that defines the areas to be covered, formalizes a schedule, and selects team members. The facility PR and the functional manager tour operating, administrative and storage spaces within the department and identify any property that is unused, unnecessary, improperly assigned, or that has been identified as having no foreseeable use by that department. Walk-throughs shall also address the material condition of buildings, structures, installed systems or other fixed assets. Identified property will be placed on a list that will form the basis for tracking resolution of deficiencies.

4.2 Walk-Through Reviews and Reports

The facility PR generates a report of walk-through findings, notes corrective actions to be taken and the dates by which the actions will be complete and forwards the report to the asset manager. The PR advises the asset manager when findings or recommendations are closed. The asset manager maintains a file of all walk-through results and reviews department compliance with asset management policies and procedures.

END OF SECTION

5 EXCESS PROPERTY

When property no longer meets the needs of UDS, it may be declared excess and made available for redeployment to government and state agencies or it may be sold. In no case shall property be transferred or disposed of until it receives a documented high-risk assessment in accordance with *High-Risk Property*, UDS-U-PRP-0027.

The asset manager declares property excess after confirmation from the appropriate functional managers that the property is no longer needed. Excess items are made available to groups within UDS.

Property is screened for reutilization by other government agencies through the DOE Energy Asset Disposal System (EADS). A representative of the General Services Administration (GSA) may perform occasional site visits to evaluate reuse of UDS property. Access to and use of various DOE and federal property-related databases is controlled by the asset manager. Excess property shall be disposed of in accordance with DOE G 580.1-1, DEPARTMENT OF ENERGY PERSONAL PROPERTY MANAGEMENT GUIDE, SECTION IV, UTILIZATION AND DISPOSAL.

5.1 Redeployment of Property

The asset manager encourages the redeployment of property within and between departments and to government agencies. Upon agreement to re-deploy property to another department, or site, the appropriate facility PR assigns the property to the new department/location and custodian. If the DOE approves the transfer of property to another government agency, the property item is retired from the property database once it leaves UDS custody.

END OF SECTION

6 DISPOSITION OF PROPERTY

The asset manager alone is authorized to retire property and may retire it as salvaged, donated, or sold in bid-lot sales. Some of the criteria for retirement of property are that it has been

- Traded in/replaced
- Lost, destroyed, or damaged
- Stolen
- Abandoned
- Unaccounted-for as a result of inventory
- Transferred outside UDS
- Donated to a nonprofit organization
- UDS sales

All excess related dispositions of property are handled within the property database's excess property module.

6.1 Trade-Ins/Replaced Property

The asset manager retires property that has been traded in for new items or items replaced through upgrades or other exchanges. This policy includes property under warranty where the vendor has a policy of replacement rather than repair. Asset management updates the database following such exchanges.

6.2 Lost, Destroyed, or Damaged Property

The asset manager authorizes the retirement of lost, stolen, destroyed, or damaged property upon receipt of a request to do so by a PR. Such authorization is made with the approval of the DOE. Supporting documentation must accompany the request. The asset manager cannot authorize retirement of an item unless the circumstances are documented in sufficient detail to establish that the property is lost, stolen, destroyed, or damaged beyond repair. Upon acceptance, the asset manager authorizes retirement of the property. The asset manager will also determine, based on the supporting documentation provided, whether or not loss or destruction of the property occurred because of negligence or willful misconduct of a UDS employee. The functional manager is responsible for both formally reviewing the circumstances surrounding the loss, destruction, or damage of property and for taking remedial action as appropriate.

The person who finds that a property has been lost, destroyed, or damaged, shall make written notification of the fact to the PR. The PR updates the property database to reflect the current property status. The asset manager reviews the database entry and if appropriate directs the PR to retire the item in the property database.

6.3 Stolen Property

The UDS security organization and asset management investigate missing property reports to establish whether in fact a theft has taken place. When the asset manager establishes that property has been stolen, it is officially classified as stolen and reported to DOE PR. The asset manager then authorizes retirement of the item in the property database.

6.4 Abandonment or Retirement of Property

Property can be retired when it is determined to have no commercial value, or if the value of the property is so low that the cost of its care and handling would exceed the estimated proceeds from its sale. In some cases, reduced or non-existent availability of spare parts or the absence of vendor support services may cause the early retirement of property even if it is still functional.

Requests to abandon or retire property are reviewed and approved as appropriate by the facility PR. The request along with supporting documentation is then forwarded to asset management for final UDS approval and authorization of retirement. The DOE must approve all abandonments or retirements of property.

Asset management coordinates the abandonment or retirement of the property, which may be scrapped or salvaged. If salvaged, the recipient of the salvaged property must accept title to it. Upon completion of all required documentation, asset management then authorizes removal of the item in the property database.

6.5 Property Transferred Outside of UDS

Property may be transferred to DOE or other federal government agencies. These types of transfers include excess and administrative transfers. An excess transfer shifts both title and accountability to another federal agency or contractor. Such property must be screened appropriately within the DOE before transfer. In an administrative transfer of accountability to a DOE agency or contractor, the title remains with DOE. Transfer to non-DOE agencies are non-reconciling administrative transfers. Asset management must review and approve all transfer agreements after which approval must be obtained from the DOE property management officer or property administrator. When the transfer documentation is complete, asset management authorizes retirement of the item in the property database. Asset management must be contacted for preparation and processing of an administrative transfer of property, either in or out of the UDS organization.

6.6 Donations of Property

Equipment no longer needed by UDS and screened through the DOE EADS system may be donated to an educational institution or nonprofit organization. Approval to provide this property must be acquired from the DOE. Donations of property are governed by DOE G 580.1-1, DEPARTMENT OF ENERGY PERSONAL PROPERTY MANAGEMENT GUIDE, chapters 24 and 25, which provide detailed guidance on the

donation of government property.

6.7 Sale of Property

Public sales or scrap and salvage sales to vendors are additional allowable dispositions of surplus items and may be performed only after completion of the excess screening process. Excess items are retired from the property database at the time of sale, and all Government markings are removed. Auctions are another means by which property may be disposed.

UDS establishes a pre-priced sale amount for specific commodities such as furniture items and consumer electronic equipment. These goods are available for sale only when an excess supply is on hand. Property disposed of through such sales is formally transferred through a sales contract. The warehouse supervisor and the asset manager will agree on the commodities as well as the pre-priced sale amount for the specific goods available for sale to the public. This price list will be published in the receiving area. Neither the warehouse supervisor nor the asset manager may purchase the pre-priced sale items. Bid-lot sales are conducted for all other items not covered by the pre-priced policy.

The warehouse supervisor establishes bid/sale lists and distributes them to established bidders. The submittal deadline is included with the lists, and after that date no other bids are accepted. The warehouse supervisor compares the bids and then notifies the high bidder. A shipping document is prepared, the successful bidder signs for acceptance of the property and pays in the form of a company check, cashier's check, or money order. These funds are then processed through the UDS finance department.

UDS employees who either were prior custodians of the property or assisted in establishing the condition code of the property may not bid, nor may employees working in the warehouse procure any property. A facility PR retires property from the database based on the shipping documentation.

6.8 Scrap Sales

Property may be disposed of as scrap items, which retain a measure of value as recyclable material. Scrap sales are authorized by the asset manager. UDS craft personnel removing scrap items from systems, such as metal valves, place these scrap items in designated containers for collection and disposition to approved scrap dealers, which are found on the approved supplier list. All materials destined for scrapping must receive a high-risk property review and be handled in accordance with *High-Risk Property*, UDS-U-PRP-0027.

6.9 Record Keeping Requirements for Property Dispositioning

Files are maintained on all property disposition, including retirement, disposal, sale, and transfer. Objective evidence of a high-risk property review on property to be transferred outside UDS must be retained in accordance with established record retention times.

END OF SECTION

7 PROPERTY REMOVAL

Property may be removed from UDS facilities with proper authorization and documentation identifying the individual removing the property and the property being removed. Two types of removal are authorized:

- Property removal passes are issued for specifically identified items that are to be taken off-site. These passes are approved by a supervisor or manager and are effective for one-year post issuance.
- Shipping documents are used for shipments by commercial carrier or for items hand-delivered by UDS personnel to off-site facilities or subcontractors

UDS personnel may use UDS property for official work performed at home or at off-site locations. In such cases, a supervisor or manager must approve a property removal pass. This policy applies to the removal of all tracked property in the custody of UDS, and all tracked property known by the individual removing the item to be in the custody of UDS.

7.1 Responsibilities Associated with Property Removal

Line management is responsible for authorizing database-generated property passes.

The facility PR is responsible for

- Annually reviewing employee use of UDS property for official work performed at home or at off-site locations to ensure compliance with this plan
- Entering into the property database property removal pass information and thereafter managing removed property in the database.

The property custodian is responsible for

- Protecting the property
- Submitting to inspections and searches by UDS's security organization and presenting the property pass to the security personnel at that time
- Notifying the security organization immediately if property is lost, stolen, or missing
- Cooperating in investigations of lost, stolen, or missing property

7.2 Removal by Shipping Document

The following authorizations are required for shipping of property:

- All shipment of tracked property requires prior approval of the asset manager except those involving purchase activities. Approval is not applicable to shipments involving only reports.
- If the property shipped is associated with a purchase order, authorization by the procurement organization is required
- Property subject to technology transfer rules requires authorization by the DOE Technology Transfer Office

Shipping documents are generally used for shipments by commercial carrier. A PR who wishes to ship property completes a shipping document and forwards it to the facility PR for authorization to ship the requested property.

7.2 Audits of Property Removal

The asset manager may audit department and/or PR records of property. He may also call for the QA function to perform an independent audit of the handling of property or the property database.

END OF SECTION

8 UDS RESPONSIBILITIES FOR SUBCONTRACTOR HELD PROPERTY

Subcontractors are required to safeguard government property against loss, damage, theft, or destruction. Subcontractors are also responsible for ensuring that UDS property is used only for purposes authorized by the subcontract. The procurement organization is responsible for enforcing the terms of the subcontract consistent with UDS's asset management policies and procedures.

Asset management acts on behalf of procurement's subcontract administrator to review and approve the measures taken by subcontractors to safeguard property (as outlined above) and to coordinate disposition of the property at the close of the subcontract. Subcontractors in possession of property valued at \$500,000 or more will be subject to audit/assessment and/or inventory by UDS. Asset management may perform a site inspection to ensure the proper utilization of government property. Subcontractors in possession of property valued at less than \$500,000 may be subject to audit/assessment and/or inventory and will be required to submit a self-evaluation questionnaire. Subcontractors will be required to furnish utilization reports annually and may be subject to site inspections.

END OF SECTION

9 RECORDS

UDS maintains records in accordance with the provisions of Document *Management Plan*, DUF6-UDS-PLN-015, and *Records Management*, UDS-DMP-002. These documents indicate retention times and retrievability requirements for property management records. The property database is designed such that property records and transactions cannot be deleted.

END OF SECTION

10 VEHICLE FLEET

In accordance with the prime contract, UDS will comply with all regulations of the GSA's fleet management organization. Vehicles are managed in accordance with *Management of Fleet Vehicles*, UDS-GFP-109.

END OF SECTION

ATTACHMENT A

Sensitive Item Policy

DOE G 580.1-1 - Sensitive items are defined as those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations. Items include, but are not limited to, weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components with memory capability.

UDS List of Sensitive Items

Personal digital assistants (PDAs)/organizers with personal computer (PC) connection, "pocket PCs," personal computers (laptops, workstations), and portable video projectors. Other sensitive include the following:

- Cameras (still and digital)
- Personal computers (laptops and workstations) – portable video projectors
- Printers
- Radio, two-way
- Recorders (CD, DVD, dictation and video) scanners for computers
- Telephones (cellular and mobile)
- Video cameras (TV, movie, and video)
- Computer software
- PDAs and Blackberry-like electronic devices

END OF DOCUMENT